

The Backdoor Studio User Guidelines

Section 1 – Overview

General The Backdoor Studio is a creative outlet for all current students at SDSU. It is a space for students to record and express their creativity. The Backdoor Studio offers equipment for professional recording and producing technology, which allows for a wide range of projects. This includes, but is not limited to, audio recording, green screen filming, audio/video editing, and professional headshots. Further, The Backdoor Studio has space for users to edit their projects that were either produced in the Studio or otherwise.

Location The Backdoor Studio is located on the first floor of the Conrad Prebys Aztec Student Union (CPASU), adjacent to the pedestrian bridge facing south. (Studio Room 134 and Editing Bay Room 133B) behind the University Information Center.

Surveillance The CPASU is under 24/7 video surveillance. The Backdoor Studio does have video surveillance in all locations. The Backdoor Studio Staff does monitor all sessions via surveillance camera to ensure safety and integrity of its areas.

Priority Use The Backdoor Studio shall schedule a variety of activities in sufficient quantity and quality to maximize the facility. The priority usage shall be to support services to students.

User Access *Students:* All actively enrolled SDSU students can receive access to The Backdoor Studio. A RedID verification system will ensure only actively enrolled SDSU students will be granted accounts to make reservations. SDSU students receive priority for reservations to The Backdoor Studio. Only one person using The Backdoor Studio is required to be an SDSU student. That individual must remain on-site for the duration of the reservation. The Backdoor Studio allows for the use of its facilities to support any academic, personal, and/or professional project.

Faculty/Staff: SDSU Faculty and Staff will be permitted access to The Backdoor Studio on a case-by-case basis based upon availability and upon verification of active employment.

General Public: The Backdoor Studio is currently not available for use by the general public.

Reservation Requirements *Quantity:* A maximum of three (3) current reservations per semester is permitted. Once one reservation has concluded, the student may reserve another session. To request an exception to this policy, for a recurring reservation or to reserve more than (3) current sessions at one time, a [Reservation Priority Policy Waiver](#) is required through the Aztec Student Union Board (ASUB). This process requires a minimum of (2) to (4) weeks advanced notice based upon availability of the Board.

Session Length: Sessions may be scheduled up to three (3) hours at a time. Sessions may be scheduled back-to-back to extend the session's time. A minimum of one (1) hour is required for podcast recordings, band rehearsals/recordings, and photography sessions in the studio. A minimum of two (2) hours is required for video sessions in the studio. No minimum is required for vocal recordings or the editing bays. Clients that provide their own equipment for use during the reservation must account for their own setup and strike time within the allocated session length.

Staffing The Backdoor Studio will be staffed during operating hours. The staff is responsible for processing user accounts/reservations, setting up or striking equipment, general studio cleaning, and assisting users as needed.

Instruction: Staff will be able to provide basic instruction, as needed, on both the hardware and software available. This instruction is intended to assist users in operating the equipment properly and safely. Staff is not trained to instruct users at an advanced level.

Food and Beverage Policy Food and Beverages are not permitted in The Backdoor Studio facilities at any given time. Designated storage locations for such items are available at The Backdoor Studio.

Section 2 – Conduct

General Use Conduct The Backdoor Studio is a service of the Conrad Prebys Aztec Student Union. Participation in The Backdoor Studio facilities and programs is a privilege. Students and guests are expected to conduct themselves in a professional manner which supports SDSU's function as an educational institution and to act courteously, respectfully, and safely at all times. The student listed on the agreement will be responsible for the actions and behaviors of all other parties on site during the reservation. The use of lewd, obscene, or indecent behavior, insulting language, fighting, and aggressive/threatening behavior is prohibited. Individuals who engage in behavior inconsistent with program policies and expectations may have their access permanently revoked or modified indefinitely. In addition to The Backdoor Studio User Guidelines, all SDSU students are expected to abide by the [Student Code of Conduct](#), Section 41301, Title 5. Standards of Student Conduct violations may be referred to the SDSU Center for Student Rights and Responsibilities for investigation.

Disorderly or Unsafe/Dangerous Activity All users are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure safety. Activity that is destructive or appears to be unsafe is prohibited and may result in the suspension or termination of usage and retribution of repair costs and expenses relating to the destructive or dangerous act. Staff on duty will determine dangerous activity. All injuries (minor or major) sustained while utilizing The Backdoor Studio must be reported to the nearest staff member immediately.

Property and Equipment Conduct including, but not limited to, inappropriate actions that leads to the damaging and/or destruction of property and/or equipment is prohibited. The student listed on the agreement is responsible for all equipment being used by themselves and/or their guests. This individual may be liable for any expenses for damages of equipment and/or property. Actions by any user such as theft of equipment and/or acts of vandalism will be considered criminal offenses and would be processed as such.

Consumption of Illegal Substances In conjunction with the Regulations for Use of San Diego State University Buildings and Grounds, the consumption/use of alcohol, tobacco, marijuana, illegal drugs, and controlled substances are not permitted within The Backdoor Studio facilities at any given time. The Backdoor Studio has the right to refuse access to any user observed to be under the influence of a controlled substance.

Weapons There are no weapons of any kind allowed within The Backdoor Studio facilities. Please refer to the "Props" section below for guidelines surrounding the use of these items in video/photography productions.

Section 3 - Space Usage and Capabilities

Account/Reservations Procedures All users of The Backdoor Studio will first need to create an online account to make reservations. Once the account request is submitted and verified, the user will be required to complete The Backdoor Studio Code of Conduct Acknowledgement for account activation. The signed Code of Conduct Acknowledgement is only required once during the duration of a user's time here at SDSU. Once an account has been created, users can view space availability along with submitting a reservation request. Once the request is received, The Backdoor Studio staff will respond within one (1) business day with an update on the status of the reservation along with the official Reservation Agreement and/or any additional questions. A signed Reservation Agreement will be required to be on file for all reservations in advance of the session date. All user accounts and reservation requests for The Backdoor Studio can be made on [The Backdoor Studio Website](#).

Cancellation Policy If you need to cancel your reservation, you must contact The Backdoor Studio at least (2) hours in advance of your booking time. Cancellation without notice, or within (2) hours, will be considered as "No Show" and reservation privileges may be suspended and/or existing reservations may be canceled (see below).

No Shows Policy

1st occurrence: Reservation will be canceled and user will be issued "First Warning"

2nd occurrence: Reservation will be canceled and user will be issued "Final Warning"

3rd occurrence: User will not be permitted to book for one month (One-Month Suspension)

4th occurrence: User will lose reservation privileges for that academic semester (Semester Suspension)

Walk in Use Users are allowed to walk in without a reservation based on availability. A maximum of three (3) hours is permitted in the studio or editing bay. Walk-in use for the studio space will only be permitted if there is a minimum of two (2) hours available. Backdoor Studio staff cannot guarantee a customized setup.

Reservation Times Bookings within The Backdoor Studio come with four distinct reservation times. The "Event Start" and "Event End" times indicate the time in which the session occurs along with the set-up/strike of any client provided equipment or the transferring of any recorded files (times appear in bold). The "Reservation Start" and "Reservation End" times indicate the times reserved for The Backdoor Studio Staff to properly set-up/strike and/or test Studio provided equipment based upon the needs of the reservation. Any exceptions to these times to be granted on a case-by-case basis.

Changes and Additions All custom program details are due (24) hours prior to the event date. Should the client have any changes and/or additions, they must contact The Backdoor Studio no later than (1) days in advance of their event to avoid penalties. Any changes or additions that occur less than 24 hours advance notice will be processed on a case-by-case basis.

Late Arrivals Please arrive no later than 30 minutes after your reservation start time. If you have not checked in after 30 minutes of your scheduled time, your reservation will be canceled and will be considered a "No Show" (see cancellation policy above).

Maximum Occupancy The Studio is not to exceed more than 6 users at a given time and the Editing Bay is not to exceed more than 3 users at a given time.

Unloading and Loading of User Equipment Users bringing in their equipment have the option to use the Loading Dock attached to the Conrad Prebys Aztec Student Union. There are four- and two-wheel dollies available to be used at the dock. After unloading, users must move their vehicles to proper parking locations. User will need to contact Backdoor Studio Staff in advance to obtain access to this location.

Equipment/Furniture The Backdoor Studio offers its users access to the equipment needed to utilize the space. This includes, but is not limited to, furniture, cameras, lights, microphones, and editing software. A complete listing of all current available equipment can be found on [The Backdoor Studio Website](#). Equipment at The Backdoor Studio is only available for the studio space itself and cannot be taken out, rented or borrowed for any reason.

User Provided Equipment Users who bring in additional equipment may not store the equipment in the space. Associated Students and the Conrad Prebys Aztec Student Union cannot be held liable for anything lost or stolen. The Backdoor Studio staff is not permitted to troubleshoot user-provided equipment.

Third Party Equipment Compatibility: Though users may bring in their equipment, there is no guarantee that it will properly interface with the provided equipment. Users can access a list of current hardware and software programs on [The Backdoor Studio Website](#) to allow users to determine compatibility before reservations. At no time can a user download any software to studio computers. Users may recommend adding additional software to The Backdoor Studio. Please allow The Backdoor Studio Management Staff proper time to investigate the software and assess if it is a viable resource.

File Storage and Transfer External drives, cloud drive, or USB thumb drives should be used to store and transport any files. The Backdoor Studio has a state-of-the-art network with a fiber optic connection and 10-gigabit switch making online file transfers as fast as possible. If you use The Backdoor Studio external drives or SD cards, client will be responsible for transferring these files off of this equipment upon the completion of their session. Files left on any Backdoor Studio external drives or SD cards will be deleted after 48 hours of session.

Props The Backdoor Studio understands that the use of props may be required for user's projects. The disclosure of all props will need to be communicated to The Backdoor Studio Staff. The Backdoor Studio complies with all University policies in regards to what is, and is not, permitted on the University campus. Any item perceived to be a weapon, an illegal substance, and/or inappropriate will require prior approval from The Backdoor Studio Management Staff. There are no props available for rent from The Backdoor Studio. There is no storage available for props. User must bring in and remove props at the time of their session.

University, Associated Students, and Other Associated Logos or Accreditations The use of any SDSU, A.S., CPASU, The Backdoor Studio, or other campus-affiliated logos or accreditation on any Backdoor Studio project is prohibited without prior written consent by the appropriate party. This includes any content either in video, print, or other forms. Any request to use any Associated Students-affiliated content such as logos, must contact the A.S. Associate Director of Marketing and Communications. Any request to use any SDSU-affiliated content such as logos, must contact the SDSU University Marketing & Communications Department.

Copyright Laws The Backdoor Studio strictly abides by the Copyright Laws for the illegal use of other's "original works of authorship." In other words, Copyright is a form of protection by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. Users may be liable for any fines or repercussions from the use of copyrighted materials.

Content Ownership Any content created at The Backdoor Studio is personal property of the user. Users will be required to transfer content to a personal device upon completion of their reservation. Content will be deleted from The Backdoor Studio devices at the end of each business day. The Backdoor Studio does not claim ownership of any content created within its facilities.

SDSU and CPASU Building Use Guidelines All programs and events held at the CPASU must comply with the policies and standards set forth by the Regulations for Use of San Diego State University Buildings and Grounds as well as the CPASU Building Use Guidelines. All clients agree to comply with such regulations at all times. To view the Regulations for Use of San Diego State University Buildings and Grounds or the CPASU Building Use Guidelines please go to the links. SDSU Building & Grounds – [Regulations for Use of San Diego State University Buildings and Grounds](#) and CPASU Building Use Guidelines [CPASU Building Use Guidelines](#).

Section 4 – General Policies

Closures The Backdoor Studio reserves the right to periodically close all or some portion of the facility for necessary maintenance, repairs, trainings, and other internal programs as needed.

Unauthorized Use Unauthorized use of The Backdoor Studio facilities during non-operating hours is strictly prohibited and will be deemed as trespassing. Trespassing will be considered a criminal offense and would be processed as such.

Decorations and Prohibited Items All decorations must be approved in advance by The Backdoor Studio staff. Clients are asked to keep to a minimum the number of items needing to be adhered to the walls, floors, or ceilings, of The Backdoor Studio. The Backdoor Studio only authorizes the use of painter's tape to adhere items to walls. Clients are responsible for the removal and disposal of all decorations following the completion of their session. The Backdoor Studio complies with the same prohibited items as listed the [CPASU Building Use Guidelines](#). If the use of any prohibited items is essential to an event, please contact The Backdoor Studio to determine options. Prohibited items include (but are not limited to): glitter, confetti, rice, balloons, open flames/candles, exposed heating elements, fog machines, dry ice machines, and flammable decorations. The client must remove all items at the conclusion of the session.

Disability Resources and Special Needs The Backdoor Studio is equipped with ADA compliant resources including accessible push-pull doors and counter heights. If your program requires any specialized accommodations for those with special needs, please contact The Backdoor Studio Staff as soon as possible.

First Aid Being a part of the CPASU, The Backdoor Studio has access to basic First Aid Equipment including Automated External Defibrillators (AED) to be used in emergency situations. The Backdoor Studio Staff is able to assist in the execution of the CPASU Emergency Action Plan as needed.

Personal Lost/Stolen Property Please keep all personal belongings, (personal equipment, backpacks, purses, cell phones, tablets, and other possessions) within your sight at all times. Students and guests are responsible for the security of their personal property. No items should be left alone. For lost items, students and guests are encouraged to contact the University Information Center. If an item is believed to be stolen, students and guests are encouraged to contact University Police at 619-594-1991 to report stolen items. Please refer to the following link for more information: [University Information Center](#).

All-Encompassing Policies and Changes The rules above, and within the reservation agreement, are not intended to cover all instances or be all-encompassing policies. Other rules may apply and shall be considered binding to all participants. The Backdoor Studio reserves the right to change or amend these policies as deemed necessary for the safety and functionality of the facility, program or activity. Compliance with The Backdoor Studio staff is expected at all times.

Failure to Comply/Refusal of Service All users are expected to comply with these rules, regulations, and SDSU campus policies. Failure to comply with any guidelines and policies may result in the immediate termination of the user's reservation and removal from The Backdoor Studio. The Backdoor Studio Staff and the CPASU reserve the right to refuse service to clients if their conduct necessitates such action.

Questions Explanations or clarifications of the above policies should be directed to [The Backdoor Studio](#).

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